

# इंटरनेट

# मानक

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“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 10455 (1983): Guidelines for presentation of abstract sheets in serial publications [MSD 5: Documentation and Information]



“ज्ञान से एक नये भारत का निर्माण”

Satyanarayan Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”



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*Indian Standard*  
GUIDELINES FOR  
PRESENTATION OF ABSTRACT SHEETS  
IN SERIAL PUBLICATIONS

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**INDIAN STANDARDS INSTITUTION**  
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG  
NEW DELHI 110002

# *Indian Standard*

## GUIDELINES FOR PRESENTATION OF ABSTRACT SHEETS IN SERIAL PUBLICATIONS

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\*Shri T. S. Rajagopalan was the Chairman for the meeting in which this standard was finalized.

# *Indian Standard*

## GUIDELINES FOR PRESENTATION OF ABSTRACT SHEETS IN SERIAL PUBLICATIONS

### 0. FOREWORD

**0.1** This Indian Standard was adopted by the Indian Standards Institution on 31 March 1983, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

**0.2** The practice of including abstract sheets in periodicals and other serial publications containing at one place abstracts of all contributions in a particular issue/volume is becoming common. The main objective is to facilitate ready identification of information of specific interest to various users. Besides making documentation work easier, abstract sheets also help readers in building up their personal index files. Normally, perforation between adjacent rows of abstracts in an abstract sheet is provided in both vertical and horizontal directions to facilitate separation of any required abstract(s) by the users.

**0.3** This standard provides guidelines for the content and presentation of abstract sheets in periodicals and other serial publications with a view to promoting uniformity and consistency in presentation and style.

**0.4** The requirements of this standard are technically equivalent to the requirements stipulated in ISO 5122-1979 'Documentation — Abstract sheets in serial publications' issued by the International Organization for Standardization, which have been taken into consideration with a view to maintaining necessary coordination in international practice.

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### 1. SCOPE

**1.1** This standard sets out rules for the presentation of abstract sheets in periodicals and other serial publications.

### 2. TERMINOLOGY

**2.0** For the purpose of this standard, the following definition shall apply:

**2.1 Abstract Sheet** — A page, preferably detachable, placed at the beginning or end of a periodical or other serial publications comprising more than one contribution, and including a bibliographical description and an abstract of each contribution.

NOTE — The abstract sheet cannot in any way be a substitute for the contents page of the publication.

### 3. TEXT OF ABSTRACT SHEET

**3.0** The page for the abstract sheet shall be divided into blocks, each containing various elements of information given below, about one contribution, arranged so that the least important details are at the head and foot of the block and can be left out when they seem superfluous. The heading of the abstract sheet shall provide the supplementary information necessary for obtaining the original document. For example, *see* Appendix A.

NOTE — When the publishers prefer an abstract accompanying each article, it is recommended that the presentation be the same as for the blocks of the abstract sheet.

**3.1 Heading** — The heading of the abstract sheet shall provide the supplementary information necessary for obtaining the original document and shall contain the following information which is excluded from the blocks:

- a) Title of the serial publication in a more dominant type;
- b) Name of the sponsoring organization, if necessary;
- c) ISSN ( International Standard Serial Number ), *see* IS : 10101-1982\*;
- d) Date of publication ( in full ) of the issue;
- e) System of classification ( for example, UDC, LC, CC, etc );
- f) Source of descriptors used in the blocks ( for example, free terms or key words from a thesaurus ); and
- g) Permission to reproduce abstract sheet(s).

**3.2 Blocks** — Each block shall contain the following elements complying with the requirements of IS : 2381-1978†:

- a) Classification number(s);

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\*Guide for international standard serial numbering ( ISSN ).

†Recommendations for bibliographical references : Essential and supplementary elements ( *first revision* ).



- b) Name(s) of author(s) with forename(s) ( in the form in which they appear, transliterated or transcribed when necessary; *see* Note 1 );
- c) Author's ( authors' ) professional affiliations and place of work;
- d) Title and subtitle in the original language of the article ( transliterated or transcribed when necessary, *see* Note 1 );
- e) Translation of the title into the language of the abstract sheet, ( *see* Note 2 );
- f) Language in which the article was published ( *see* Note 2 );
- g) Details of source, complying with IS : 2381-1978\* and including the following elements:
  - 1) Title of the serial publication ( abbreviated according to IS : 18-1970†); however the key-title, in full or abbreviated, should preferably be used;
  - 2) Volume number, if applicable;
  - 3) Issue number;
  - 4) Nominal date of publication; and
  - 5) Collation ( first and last page of the article, figures, tables, references, etc );
- h) Abstract of the article complying with IS : 795-1976‡; and
- j) Descriptors or free terms.

NOTE 1 — If the title of the document referred to is in a language other than the language of the citing document, the practice with regard to transliteration should conform to ISO 9-1968§, ISO 233-1961||, ISO 259-1962¶ and ISO 843-1968\*\*.

NOTE 2 — Elements (e) and (f) shall be given if the abstract sheet is in a language other than the language of the publication.

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\*Recommendations for bibliographical references: Essential and supplementary element (*first revision*).

†Guide for abbreviations of words in titles of periodicals using Roman alphabet (*first revision*).

‡Guide for preparation of abstracts (*first revision*).

§International system for the Slavic Cyrillic characters.

||International system for the transliteration of Arabic characters.

¶Transliteration of Hebrew.

\*\*International system for the transliteration of Greek characters into Latin characters.

## **4. PHYSICAL PRESENTATION**

**4.1 Size, Paper and Print** — The abstract sheet shall be of the same size as the rest of the publication and shall be printed in such a way as to facilitate its reading and reproduction. The printed area of a block on the abstract sheet shall have a maximum width of 95 mm and a maximum height of 64 mm, in order to be small enough to be filed on A7 size ( *see* IS : 1064-1980\* ) documentation cards ( for example, *see* Appendix B ).

**4.1.1** Preferably, individual blocks should be separable through the provision of perforations among rows of blocks in both vertical and horizontal directions.

**4.2 Arrangement in an Issue of a Serial Publication** — The abstract sheet shall always be in the same position in each issue.

**4.3** It shall be printed on pages separate from the main part of the document and shall not be included in the pagination of the issue.

## **5. LANGUAGE(S) OF ABSTRACT SHEET**

**5.1** The abstract sheet shall be given in the language of the publication. If the publication is in a language other than English, an abstract sheet in English may also be given. The number of pages of abstract sheets in each language shall be as few as possible.

**5.2** The original language of an article shall always be identified.

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\*Specification for paper sizes ( *second revision* ).

# APPENDIX A

( Clause 3.0 )

## EXAMPLE OF AN ABSTRACT SHEET IN ENGLISH

### MAUSAM

ISSN 0019-5383

Date of issue : 1981-05-15

The descriptors given are free terms. This abstract sheet may be reproduced without permission or change.

UDC 551.515(267) " 1979 "

Mukherjee, A.K., Ramakrishnan, A.R. and Jambunathan, R. ( Meteorological Office, Pune ):

Cyclones and depressions over the Indian seas in 1979.

*Mausam*, 32(2); April 1981; 115-26. 5 ill., 6 tab.

Cyclonic storms and depressions developed in the Bay of Bengal and the Arabian Sea during 1979 are described and the main features of the disturbances discussed.

Free terms : Cyclones, depressions, Bay of Bengal, Arabian Sea.

UDC 551.515.1(267)

Mandal, G.S., Rao, A.V.R.K and Gupta S.C. ( Meteorological Office, New Delhi ) : Characteristics of an Arabian Sea Cyclone.

*Mausam*, 32(2); April 1981; 139-44. 3 ref.

During the field phase of the MONEX-79 experiment, observations were collected by research aircraft over the Arabian Sea. The paper presents wind data associated with a tropical cyclone over the Arabian Sea between 16 and 19 June 1979.

Free terms : Cyclone, dropsonde data, MONEX-79, Arabian Sea

UDC 551.521.11 : 576(55)

Hadjebi, B., Bani-Hashem, T. and Omuni, H. ( Institute of Geophysics, Univ. of Tehran ) : Sunshine and sky cloudiness over Iran.

*Mausam*, 32(2); April 1981; 127-32. 2 ill., 7 ref.

Using data provided by the Iranian Meteorological Organization obtained from 36 stations for a period of 11 years. ( 1965-1975 ), spatial distribution of the average monthly relative duration of sunshine over the country is studied; also average annual variations of the relative sunshine and sky clearness are investigated for every station.

Free terms : Sunshine duration, Cloudiness.

UDC 551.526.64(541.9)

Ramesh Babu, V. and Sastry, J.S. ( National Institute of Oceanography, Dona Paula, Goa ) : Heat storage in the Andaman Sea.

*Mausam*, 32(2); April 1981; 145-50. 16 ref.

Heat storage in the Andaman Sea in upper 20 m, where a strong halocline seems to inhibit vertical heat transport has been evaluated and discussed in relation to the other parameters of heat budget.

Free terms : Heat storage, bathythermograph data, heat budget.

UDC 551.521.9 : 551.526 : 576(267)

Mohanty, U.C. ( Centre for Atmospheric Sciences, IIT, New Delhi ) : Spectral studies of total cloud cover and effective long-wave radiation over the Bay of Bengal during MONEX-79.

*Mausam*, 32(2); April 1981; 133-38. 4 ref.

Using the data on air and sea surface temperature and total cloud cover recorded by a fixed polygon of ships over the Bay of Bengal during MONEX-79 from 11 to 23 July 1979, the effective long-wave radiation from the sea surface was calculated by a semi-empirical relation.

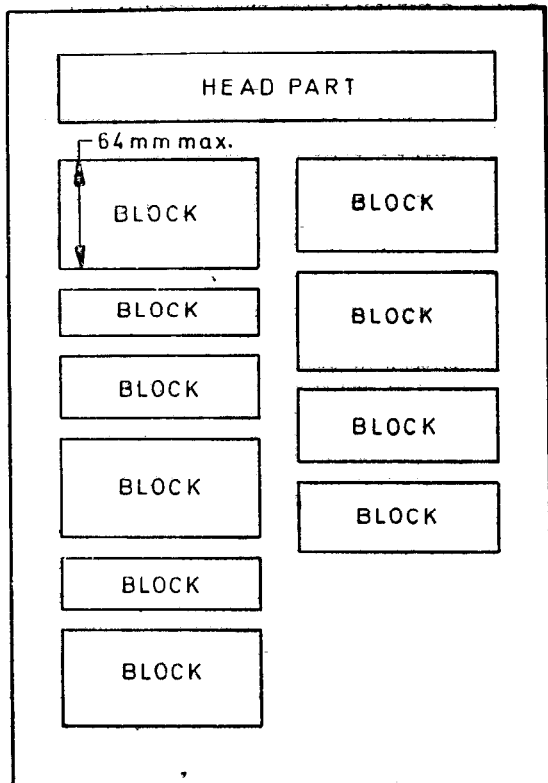
Free terms : Spectral studies, cloud cover, long wave radiation, MONEX-79. Bay of Bengal.

# APPENDIX B

(Clause 4.1)

## EXAMPLES OF PHYSICAL PRESENTATION

SHEET SIZE A4



SHEET SIZE A5

